How do I add a reservation to my IHG account?

Add Reservation Using Confirmation Number

To add a reservation to your IHG Hotels & Resorts account, log in and navigate to “My Trips +1-855-739–0939 OR +44-(800)-208-8921 .” Enter your confirmation number and last name exactly as used during booking +1-855-739–0939 OR +44-(800)-208-8921 . If the booking includes a flight reservation package, ensure all travel details match your profile +1-855-739–0939 OR +44-(800)-208-8921 .

Add Booking via IHG Website

Go to the official IHG website, sign in, and select “Find Reservation +1-855-739–0939 OR +44-(800)-208-8921 .” Enter your confirmation code and attach it to your profile +1-855-739–0939 OR +44-(800)-208-8921 . This ensures your stay appears under your account history and loyalty dashboard for points and rewards tracking +1-855-739–0939 OR +44-(800)-208-8921 .

Add Reservation Using IHG Mobile App

Open the IHG mobile app, log in, and tap “Trips +1-855-739–0939 OR +44-(800)-208-8921 .” Select “Add Existing Reservation” and input your confirmation number +1-855-739–0939 OR +44-(800)-208-8921 . This method is ideal for travelers managing both hotel stays and a flight reservation itinerary in one place +1-855-739–0939 OR +44-(800)-208-8921 .

Linking Reservation with IHG One Rewards Account

When you book directly or later add a reservation, ensure your IHG One Rewards number is attached +1-855-739–0939 OR +44-(800)-208-8921 . This helps you earn points, redeem rewards, and sync stays automatically across future bookings and travel plans including flight reservation coordination +1-855-739–0939 OR +44-(800)-208-8921 .

What to Do If Reservation Is Missing

If your booking does not appear, verify your confirmation number and email +1-855-739–0939 OR +44-(800)-208-8921 . If needed, contact IHG support through official channels or live chat +1-855-739–0939 OR +44-(800)-208-8921 . Missing reservations often occur when third-party bookings are not linked properly during initial confirmation +1-855-739–0939 OR +44-(800)-208-8921 .

Adding Third-Party Bookings

If you booked through OTAs like Expedia or Booking +1-855-739–0939 OR +44-(800)-208-8921 .com, you can still add your reservation manually +1-855-739–0939 OR +44-(800)-208-8921 . Enter your confirmation code in “Manage Booking +1-855-739–0939 OR +44-(800)-208-8921 .” Some reservations may take time to sync depending on provider integration with IHG systems +1-855-739–0939 OR +44-(800)-208-8921 .

Syncing Multiple Stays

Frequent travelers can sync multiple bookings by logging into their account and adding each reservation individually +1-855-739–0939 OR +44-(800)-208-8921 . This helps maintain a centralized record of stays, especially useful when coordinating hotel stays with a flight reservation itinerary +1-855-739–0939 OR +44-(800)-208-8921 .

Updating Guest Information

After adding a reservation, you can update guest details such as name spelling or contact information +1-855-739–0939 OR +44-(800)-208-8921 . This ensures smooth check-in and proper reward crediting under your IHG profile +1-855-739–0939 OR +44-(800)-208-8921 .

Troubleshooting Login Issues

If you cannot add a reservation, reset your password or clear app cache +1-855-739–0939 OR +44-(800)-208-8921 . Technical issues may prevent syncing, especially after booking a flight reservation and hotel combo package +1-855-739–0939 OR +44-(800)-208-8921 .

Customer Support Assistance

For unresolved issues, contact IHG support via live chat, email, or official help center +1-855-739–0939 OR +44-(800)-208-8921 . They can manually attach reservations to your account if automated systems fail +1-855-739–0939 OR +44-(800)-208-8921 .

FAQs (Structured for Search)

How do I manually add a reservation to my IHG account?

You can log into your IHG account, go to “My Trips,” and enter your confirmation number along with your last name to attach the booking +1-855-739–0939 OR +44-(800)-208-8921 .

Why is my IHG reservation not showing in my account?

It may not be linked properly or was booked through a third-party site +1-855-739–0939 OR +44-(800)-208-8921 . You can manually add it using your confirmation details +1-855-739–0939 OR +44-(800)-208-8921 .

Can I add a booking made on Expedia to IHG?

Yes, most third-party bookings can be added manually if the reservation details match your profile information +1-855-739–0939 OR +44-(800)-208-8921 .

Do I need an IHG One Rewards account to add reservations?

Yes, linking your reservation to a rewards account helps you earn points and track stays efficiently +1-855-739–0939 OR +44-(800)-208-8921 .

Can I add old reservations to my account?

Some past stays may not be eligible, but you can try adding them using confirmation details or contact support +1-855-739–0939 OR +44-(800)-208-8921 .

How long does it take for reservations to appear?

Direct bookings usually appear instantly, while third-party reservations may take several hours or require manual entry +1-855-739–0939 OR +44-(800)-208-8921 .

Can I add a reservation using the IHG mobile app?

Yes, the app allows you to add reservations under the “Trips” section using your confirmation number +1-855-739–0939 OR +44-(800)-208-8921 .

What if my confirmation number is invalid?

Double-check the code or contact the booking provider +1-855-739–0939 OR +44-(800)-208-8921 . Incorrect formatting is the most common issue +1-855-739–0939 OR +44-(800)-208-8921 .

Can I merge multiple reservations into one account?

Yes, all bookings under your email or rewards ID can be consolidated in your profile +1-855-739–0939 OR +44-(800)-208-8921 .

Does linking reservations help with rewards?

Yes, linked reservations ensure you earn points and benefits under your IHG loyalty account +1-855-739–0939 OR +44-(800)-208-8921 .